



# Grant Guidelines 2022

## BACKGROUND INFORMATION

### What is the ACC-MOWCAP Small Grants Programme?

In the Asia Pacific region, many libraries, archives and memory institutions face formidable challenges: economic, climatic and geographic. The ACC-MOWCAP Small Grants Programme aims to contribute to addressing this challenge by assisting with preservation of and universal access to documentary heritage of the Asia-Pacific region, and also to increase awareness of the existence and significance of the heritage.

In order to address this challenge, in 2018, the Asia Culture Center (ACC) and the UNESCO Memory of the World Committee for Asia and the Pacific (MOWCAP) launched the ACC-MOWCAP Small Grants Programme. The programme supports the efforts of the many groups and organisations that collect, and preserve and provide access to documentary heritage from the Asia-Pacific region. It aims to encourage collaboration and partnerships to undertake projects (e.g. preservation of materials, digitising, exhibitions, and publications) as well as to develop skills and resources (e.g. workshops, training programmes, expert assessments).

The ACC-MOWCAP Small Grants Programme has already had large impact in the region. The types of documentary heritage supported have been diverse, including wood blocks, palm leaf manuscripts, celluloid films, VHS tapes, photographic prints, stone inscriptions, newspapers and documents. The types of projects supported have also been diverse, involving preservation, digitisation, production of books, documentary films and catalogues as well as holding seminars and training programmes. If you wish to check the past projects of the programme, please visit: <https://bit.ly/3sXmPpx>.



Grants of up to **\$US 5,000** are made for the preservation and sharing of the documentary heritage of the Asia-Pacific. Grants are required to be fully expended, and the project completed and acquitted, within a 6- month period (July-December 2022). The grants will be administered through the MOWCAP Office and the Asia Culture Center, Gwangju, Republic of Korea.

**The ACC-MOWCAP Small Grants Programme is made possible through the generous financial support of the Asia Culture Center.**

## ELIGIBILITY

### Who can apply?

To apply for a grant through ACC-MOWCAP Small Grants Programme your organisation will need to meet the following criteria.

The organisation applying must be:

- (a) Based in the Asia-Pacific
- (b) Non-Government \*
- (c) Have support from your UNESCO National MoW Committee or UNESCO National Commission \*\*

\* Government agencies (archives, museums, etc.) may partner with a non-government organisation to apply.

\*\* <https://en.unesco.org/programme/mow/national-committees>

<https://pax.unesco.org/countries/NationalCommissions.html>

### What sort of projects will be considered for funding?

The ACC-MOWCAP Small Grants Programme is willing to fund projects that relate to documentary heritage as defined under the UNESCO Memory of the World programme and UNESCO Recommendation concerning the preservation of, and access to, documentary heritage including in digital form. Such project may include:

- The development of e-publications;
- Conservation of documentary heritage (If a conservator is engaged, they should be a member of an accredited national or international conservation organisation);
- Cataloguing records and archival description (open source archival description software such as ICA-Atom (<https://www.ica-atom.org/>))
- The development of exhibitions (including digital ones)
- Web projects that provide information or resources on documentary heritage;
- Digital storytelling about documentary heritage (including film and DVD projects);
- Apps for mobile devices;
- Consultancy fees for the provision of specialist skills not found within the organisation;
- The purchase of archival quality materials;
- The digitisation and publishing of documentary heritage items and collections;
- Training and capacity building in the area of the preservation and access to documentary heritage;
- And more (if you have a great idea please consult with us).

## What will NOT be considered for funding?

The ACC-MOWCAP Small Grants Programme does NOT fund:

- Projects that do not relate to documentary heritage as defined in the UNESCO Memory of the World programme and UNESCO Recommendation concerning the preservation of, and access to, documentary heritage including in digital form;
- Projects related to documentary heritage outside the Asia-Pacific (unless there is a clear link to the region);
- Provision of cash prizes, commercial gifts or grants to third parties;
- Retrospective costs –costs that the organisation has already paid for out of its own funds or costs incurred prior to successful grants being awarded;
- Ongoing operational costs such as salaries for ongoing positions, rent or utilities;
- Applicants who do not meet the Eligibility Criteria outlined in these guidelines;
- Applications not submitted in the format specified in these guidelines;
- Applications submitted after the funding round has officially closed (in 2022, this be the [15 June 2022](#))

## THE APPLICATION PROCESS

### How to apply

Please submit the application by completing the form online: <https://forms.gle/J34Cf3CEfgvvjc9H8>

The application form must be completed by a person authorised to submit the application on behalf of the applicant organisation.

### Documents to be submitted

As part of your application you may need to submit supporting documentation such as scanned or PDF copies of official letters, support letters from partner organisations and others. [Submission of an application does not necessarily result in funding approval.](#) In particular, you need to provide the following:

- Application form
- Endorsement letter from your UNESCO National MoW Committee or UNESCO National Commission
- Official letter from your partner organisation (*ONLY IF* you have a non-governmental organisation partner)

### Things to consider in your application

All applications will be assessed against the Judging and Assessment Criteria and in the context of other applications to the same funding round.

## PROJECT OUTLINE

### Project title

✂ Word limit: 50 word

This is the name that will be used to refer to your project and may be used for media or public announcements. Think of a title that best reflects your project to a broad audience, for example, “Conservation and Cataloguing Project” or “Purchase of two cabinets to store x archives”.

### Project details

✂ Word limit: 250 word

#### What are you going to do?

This is where you have the chance to describe the aims of you project. You have 250 words to tell someone about your project –how would you convince them to fund it?

### Project aim

✂ Word limit: 250 word

#### How does your project support the aims of the Memory of the World programme?

Describe how the project can meet the aims of the Memory of the World programme.\*

\* UNESCO's Memory of the World (MoW) programme was established with the objectives of facilitating preservation, enhancing universal access, and increasing awareness worldwide of the existence and significance of the world's documentary heritage.

### Project outcome

✂ Word limit: 250 word

#### What is going to be the final product of the outcome of your project?

At the end of your project, what will you have achieved? How will you know you have been successful? For example, records preserved/digitised, exhibition held, website launched, etc.

## **Project participants**

✂ *Word limit: 100 word*

Who is going to be involved in your project and what are their roles?

Tell us who is going to be involved in your project, and who will manage and work on your project; what are their skills and expertise? Describe the role of any partnerships, consultants or other groups that will work with you on the project.

## **Project beneficiaries**

✂ *Word limit: 250 word*

Describe who your target audience is and how the project will benefit this group. How will the final product provide ongoing community benefits beyond the life of the project?

## **Project timeframe**

You will need to provide an approximate timeframe of your project, when it is planned to be started and completed. The project implementation period must be in between [July and December 2022](#).

## **Project budget –estimated expenditure**

You will need to provide a detailed budget breakdown, outlining the use of ACC-MOWCAP Small Grants Programme funds and other funding sources being used for the project. Applicable grant amount is up to [USD 5,000 for this 2022 cycle](#). The budget table must be included in the application. It needs to be estimated in USD for future assessments.

## ASSESSMENT

### Assessment method

The ACC-MOWCAP Small Grant Programme applications are assessed by the members of the MOWCAP Bureau and ACC-MOWCAP Working Group. All projects will be assessed against the Judging and Assessment Criteria and ranked in order of the ACC-MOWCAP Working Group's final assessments. Shortlisted projects will be considered for funding until all have been distributed.

Applicants will be notified by email of the results, and successful projects will be announced on the MOWCAP website after this process has been finalised. This is expected to be by July in the financial year. Applicants are encouraged to visit the MOWCAP website ([www.mowcapunesco.org/grants](http://www.mowcapunesco.org/grants)) for updates.

※ *Note: The judging panel's decision is final and no discussion or correspondence will be entered into.*

### Judging and assessment criteria

The following criteria will be used by the independent judging panel when assessing applications for funding. It is highly recommended that applicants refer to the Assessment Criteria when completing their applications.

Project proposals are assessed against the following criteria. The project:

- Is the project in line with the mission of the MOWCAP and the UNESCO's global Memory of the World (MoW) programme and UNESCO Recommendation concerning the preservation of, and access to, documentary heritage including in digital form;
- Will result in the preservation and increased access to the documentary heritage of the Asia-Pacific;
- Provides clear and realistic costing as to how the grant budget will be spent as demonstrated in the application budget;
- Has clear aims, objectives and well defined strategies for the delivery of the project evidenced by a well-developed project plan with realistic milestones and timeframes;
- Provides value for money;
- Has a clearly defined end-product and outcome (such as exhibition, training, workshop, etc.);
- Demonstrates the capability of the applicant to deliver and implement the proposed project within the specified timeframe (6 months);
- Communicates information about the documentary heritage preservation and access, and or the MoW programme, to a broader audience (i.e. beyond the immediate organisation);
- Provides evidence of strong support and/or involvement for the project from the organisation and local community, and;
- Will be completed within 6 months after the awarding of the grant if the application is successful.
- Has a possibility of utilising the outcome at the Asia Culture Center (ACC) when the project is completed.

※ *Note: The above listed criteria are not compulsory, but will be positively reflected when assessing the application.*

# GRANTS ANNOUNCEMENT

## Results release

When will I find out the results of my grant application?

Notification of the outcome of your application may not be received until after **July 2022**. Applicants will be notified by email of the results.

## Payment of grants funds

Payment of the full grant amount awarded will be provided to successful applicants via Electronic Funds Transfer (EFT). Details regarding grant payment methods will be made available to successful applicants with the funding agreement.

## Grant Agreement

All successful applicants must agree on the <Grant Agreement> form before the project starts. The agreement is about using the results for profit and/or non-profit purposes, such as promoting the results of the grants, exhibitions, publications, website, social media and education programmes. ACC and MOWCAP will fully consult with the grantee for use of the grant project output.

※ Note: Please refer to the <Grant Agreement> form below (Attachment 1) for more information.

## Reporting

At the middle of and conclusion of the project, organisations are required to provide a Progress and Final Report of the project.

- Submission period for a final report : no later **than 20 December 2022**

※ Note: The results and total budget expense table of your project must be included in the final report (Please refer to Attachment 2 below).

## Publicity guidelines

Successful applicants are required to acknowledge the support provided by the Asia Culture Center and MOWCAP. This acknowledgement (in writing) must be included in any relevant publication, promotional material, or news releases. However, applicants are not authorised to use the logo of the ACC and MOWCAP.

## ABOUT MOWCAP-ACC COOPERATION

### Memory of the World Committee for Asia and the Pacific (MOWCAP)

The Memory of the World programme is an international programme aimed at safeguarding, preserving and facilitating access to and the use of documentary heritage. UNESCO launched the programme in 1992. The programme includes the inscription of significant documentary heritage on national, regional and international registers. MOWCAP, the Memory of the World Committee for Asia and the Pacific, was set up in 1998 and is the regional forum for UNESCO's Memory of the World (MoW) Programme.

### Asia Culture Center (ACC)

Asia Culture Center (ACC) is an international arts and cultural exchange organisation based in Gwangju, Republic of Korea that produces new, future-oriented results through the convergence of Asia's past and present arts and culture with innovative ideas and beliefs. The ACC, opened in November 2015, established for the advancement of mutual understanding and cooperative growth with different Asia-Pacific countries through exchange, education, research, and other efforts with regard to Asian cultures.

### ACC-MOWCAP cooperation

In the December 2015, MOWCAP and ACC began a cooperation partnership to support the archives, museums, libraries of the Asia-Pacific region to preserve and share their documentary heritage collections. One of the first steps in this cooperation was the establishment of the MOWCAP Office at ACC. Since then a number of projects and activities have been completed, bringing together the knowledge and expertise of both ACC and MOWCAP. The ACC-MOWCAP Small Grants Programme is one of the significant cooperation activities to assist preserving and providing access to the documentary heritage in Asia and the Pacific.

### Contact MOWCAP Office

Regarding the ACC-MOWCAP Small Grants Programme, Please contact:

Email	<a href="mailto:grants@mowcap.net">grants@mowcap.net</a>
Website	<a href="http://www.mowcapunesco.org/grants">www.mowcapunesco.org/grants</a>

<Attachment 1 – Grant Agreement Form>



2022 ACC-MOWCAP SMALL GRANTS PROGRAMME

## GRANT AGREEMENT

\_\_\_\_\_ (hereinafter referred to as the “Grantee”) hereby enter into this Grant Agreement, with the Asia Culture Center (the “ACC”), UNESCO Memory of the World Committee for the Asia-Pacific (the “MOWCAP”), for the 2022 ACC-MOWCAP Small Grants Programme (the “Programme”) as follows;

- The terms of this Grant Agreement shall be effective from the agreement date to 28 February, 2023.
- The ACC shall pay the total amount of \_\_\_\_\_ in Korean Won (approximately USD \_\_\_\_\_) to the Grantee for the project support fee after taxes according to the international tax treaty. (The final grant received may vary to change depending on the exchange rate and commission for Electronic Funds Transfer.)
- The Grantee shall provide a progress and final report of the project.
  - Submission period for a progress report: no later than 30 September 2022
  - Submission period for a final report: no later than 20 December 2022
- The ACC and MOWCAP may use the output of the project ONLY for reporting and/or promoting purposes. If the ACC and MOWCAP would like to use the results for profit and/or non-profit purposes such as archiving and promoting the results of the Programme, exhibitions, publications, website, and education programmes, the ACC and MOWCAP will fully consult with the Grantee for the use of the project output.

*(sign here)*

\_\_\_\_\_  
*Name of the person in charge*

*Position*

*Name of the organisation of the Grantee*

*Agreement date* \_\_\_\_\_



## <Attachment 2 – Final Report>



# 2022 ACC-MOWCAP SMALL GRANTS PROGRAMME FINAL REPORT

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Please submit the report to [grants@mowcap.net](mailto:grants@mowcap.net) (copy: [sllim1022@korea.kr](mailto:sllim1022@korea.kr)) by **20 DECEMBER 2022**, along with a signed letter from your UNESCO National MoW Committee or UNESCO National Commission endorsing the final report of your project.

## PROJECT INFORMATION

Country	
Organisation Name	
Project Title	
Project Starting Date	
Project Completion Date	
Project Reporting Date	
Name of Person in charge of Finance	
Name of Person Completing Report	

## SUMMARY OF THE PROJECT RESULTS / IMPACTS

*Please share the results of your project. Were all the project objectives achieved? What were the key impacts of the project? How did the project contribute to the objectives of the Memory of the World programme?*

## <Attachment 2 – Final Report>

### DESCRIPTION OF PROJECT IMPLEMENTATION / ACTIVITIES

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*Please share the key activities in your project. Were there any changes from your initial project proposal?*

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### CHALLENGES AND LESSON LEARNT

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*What were the key challenges and lessons learnt?*



<Attachment 2 – Final Report>

PHOTOGRAPHS

*Please provide at least 6 high resolution images from your project (each image should be minimum 1 MB). These should be of sufficient quality to be used on the MOWCAP/ACC website and publication. Please select interesting and dynamic photos.*

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## <Attachment 2 – Final Report>

### PUBLICATIONS AND RESULTS

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*Please list any publications / published materials resulting from the project.*

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### VISIBILITY

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*Please list any media coverage / social media postings and others about the project. Please explain how MOWCAP and ACC were acknowledged in this coverage.*

**The budget part of this report was reviewed by :**

*(sign here)*

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***Name of the financial officer in charge***

*Position*

*Name of Organisation*

*※ Note: This should be signed by the financial officer of your organisation.*

**This report was reviewed and certified by :**

*(sign here)*

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***Name of the Representative***

*Position*

*Name of Organisation*

*※ Note: This should be signed by the director / representative of your organisation or project manager.*